



## COMMUNICATION REQUEST FORM

### For Submitting a Story

This form is designed for ministries and groups within the parish to submit stories for publication across various media platforms. Please provide as much detail as possible to help us share your story effectively.

Ministry / Organization Name

Ministry / Organization Contact Name

Ministry / Organization Contact Phone Number

Ministry / Organization Contact Email

Title of the Story

What: What is the story about? Describe the key event, activity, or achievement that you wish to highlight.

When: When did this event or activity take place? Please include specific dates and times.

Where: Where did the event or activity occur? Include the location and any relevant details.

Why: Why is this story important? Explain the significance of the event or activity and its impact on the parish community.

Cause/Objective: What was the purpose or goal of this event or activity? What were you hoping to achieve?

Outcome: What was the result or impact of the event? Share any measurable outcomes, feedback, or success stories.



Future Plans: Are there any future events or follow-up activities planned related to this story?

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Anything Else We Should Know? Is there any additional information that would help us share your story effectively?

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Supporting Materials

- Photos or Visuals: *Please attach any photos or visual materials related to the story (JPEG, PNG, or PDF format).*

**Please send the completed form to [media@gscparish.org](mailto:media@gscparish.org) or drop it off at the Media Coordinator's Office.**

*By submitting this form, you agree to allow the Media Coordinator to make necessary changes to ensure the story is optimized for the Newsletter. These changes may include adjustments to ensure that the material is optimized for the selected media platforms, such as the bulletin, website, social media, or any other communication channels. This process ensures that your event or message is communicated effectively and professionally across all platforms, maintaining consistency with the parish's branding and communication standards.*

**Request submitted by:**

Print Name \_\_\_\_\_  
Email \_\_\_\_\_  
Phone # \_\_\_\_\_  
Date \_\_\_\_\_

Approved by _____ Date _____
<b><u>Check Additional Forms Needing to be Submitted</u></b>
_____ Facility Request _____ Event Planning Request _____ Diocesan Form(s)